

**MIDWEST AREA  
STANDARD OPERATING PROCEDURES  
MANUAL**

**FINANCIAL**

**Created By  
Program Administrative Support Task Group  
Updated September 2004**

## FINANCIAL

### Annual Resource Management Plan System (ARMPS)

ARMPS is the tool used annually to manage the unit's resources for each fiscal year, which is October 1 through September 30.

#### Preparation:

LAO will notify secretary when to begin entering new FY into ARMPS. Enter all data into ARMPS computer program following instructions from Area Office and ARMPS manual.

1. Collect request from staff for next FY:
    - Travel, meetings (cities, dates, purpose), rough estimate of costs
    - Purchases of equipment and supplies
    - Utilities
    - New positions, promotions and awards (& bonuses), status of vacancies, retirements, financial incentives (recruitment), HQ's funded post doc.
    - Training
    - Facilities
    - Agreements--Specific Cooperative, CRADAs, grants, RSAs, hourly labor, graduate students, etc.
    - Apprenticeships, interns, STEP
    - Permanent fund transfers, temporary fund transfers
    - Space allocations
    - Assign % employee time (FTE) to CRIS
    - R&M projects
    - HPRL items
  2. LAO provides:
    - Salaries
    - Indirect costs
    - Position staffing plan
    - Biotechnology assessment figures
    - Year-end rollover instructions
    - Due dates for first, second, and final drafts of ARMPS & Travel Plan
- AD, CD, and AAO provide:  
Policy, instructions, and due dates for ARMPS process
3. State of the Management Unit (MU)
    - Written by RL, with input from scientists

In the State of the MU in the "Funding" section, insert the following paragraph:

Safety, Health and Environmental Management. SHEM issues, goals and objectives (short and long-term). The \_\_\_\_\_ Unit has budgeted for EAP (\$\_\_\_\_); OMSP (\$\_\_\_\_); personal protective equipment and clothing (\$\_\_\_\_); supplies and materials (\$\_\_\_\_); facilities and equipment inspections and certifications (\$\_\_\_\_); abatement and corrective actions (\$\_\_\_\_); hazardous waste management and disposal (\$\_\_\_\_); radiological licenses (\$\_\_\_\_); training (\$\_\_\_\_); and acquisition and HPRL priorities (\$\_\_\_\_). Hazardous Waste Clean-up Funds estimated at (\$\_\_\_\_). SHEM personnel include (number) \_\_\_\_\_ safety representatives (manager/specialist/CDSO); \_\_\_\_\_ safety committee members; \_\_\_\_\_

chemical, biological, radiological and disposal officers; \_\_\_\_ pesticide applicators; and, \_\_\_\_ commercial licensed drivers.

In the "Facilities" paragraph it should address the mandatory 4% R&M as follows:

"The mandatory 4% R&M (\$\_\_\_\_\_) has been budgeted and is reflected in the "Facilities Plan", OR "We request a waiver of X% (\$\_\_\_\_\_) of the mandatory 4% R&M (\$\_\_\_\_\_)".

In the "Assistance" section: Description of work to be/being completed. The table shown below is an excel file and an attachment to ARMPS.

ASSISTANCE SECTION AGREEMENT INFORMATION						
FY-2004 ARMPS (408)						
LOCATION/MU: AMES/	PLANT INTRODUCTION					
				Total Funded/	Amount	ARS-425
	Title of Funded/Pending Project;			Proposed \$	Available	ARIS
ADODR/PI/CO-PI	Source of Funds; CRIS Number	Start Date	End Date	(All Years)	Current FY	LOG #
Gardner, Candice	Plant Germplasm and Information Management and Utilization	10/1/2003	9/30/2004	\$532,522	\$532,522	
Widrechner, Mark	Center for Research on Botanical Dietary Supplements; original source NIH, subcontracted through Iowa State University, 3625-21000-031-06R	7/22/2002	5/31/2003 will extend	\$66,318	\$33,159	22541

4. Print first draft and proofread for correct entry. Forward to RL. RL may make changes and return it for the changes to be entered in ARMPS.
5. Use checklist of ARMPS procedures provided by Area Office.

Attachments to ARMPS:

1. Travel Plan (excel file):

List of national, and international meetings for upcoming FY includes:  
Meeting name, location, dates, cost, staff to attend, purposes  
(presentation, participation, attendance)

Adequate dollars must be budgeted in ARMPS to cover all travel anticipated, including but not limited to:

Site visits  
Domestic meetings  
Foreign/international travel  
Travel for training purposes  
Relocation expenses

2. Assistance (excel file):

Reference:

ARMPS manual

## Purchase Cards

VISA-Credit card for federal purchases

### CARDHOLDER REQUIREMENTS

Demonstrate Need Within Micro Procurement Realm

Nominated by Fundholder to LAPC

Successfully Complete Micro-Purchase Self-test, Receive PCMS On-Line Training

Procurement Integrity Requirements:

VISA IS:

To Be Used for Small Purchase Needs

Subject to All Federal, Department, and Agency  
Procurement Laws, Regulations, and Directives

- 1) Federal Prison Industries
- 2) National Industries for the Blind (NIB)
- 3) National Industries for the Severely Disabled (NISH)

VISA IS **NOT**:

To Compete with Other Government Credit Cards

Gasoline Credit Card

Credit Card for Traveling (Bank of America)

**For Personal Use of the Cardholder**

### SYSTEM CONTROLS

Cardholder

Spending Limits

Single Purchase Limit--approved limit cannot exceed \$2,500 (No circumventing the government regulations by splitting a \$4,000 purchase into 2 orders)

30 Day Limit--total of all charges incurred in one calendar month

Are set by the RL

Additional Restriction: All items available from JWOD MUST BE PURCHASED from JWOD or a distributor (GSA, Boise, etc.). This is a required source with no exceptions granted. See items available through JWOD by visiting [www.JWOD.com](http://www.JWOD.com).

### HOW THE PROCESS WORKS FOR OVER THE COUNTER PURCHASES

Cardholder Presents Card to Vendor for Payment

Vendor Follows Authorization Procedures for Credit Cards

Cardholder Checks Sales Total and Signs Sales Receipt

Cardholder Returns to Office with Merchandise and Receipt

Cardholder records purchases on credit card purchase log.

Vendor Processes Sales Receipts with their Bank; Full Payment Received by

Vendor NLT Next Business Day

ALL ITEMS PURCHASED BY TELEPHONE MUST BE DELIVERED BY THE VENDOR WITHIN 30 DAYS. THE ORDER SHALL NOT BE PLACED WITHOUT THIS ASSURANCE FROM THE VENDOR.

**Charges on Purchase Card are exempt from Sales Tax.**

## CARD SECURITY

Cardholder is responsible for safeguarding the card at all times. Do not permit anyone to use your card or account number.

## CREDIT CARD PROCUREMENT CYCLE

1. Requirement identified
2. Cardholder:
  - A. Identifies source of supply
  - B. Places in order, or completes order form and completes log
  - C. Material received by cardholder and delivered to end user
  - D. Shipping documents retained
  - E. Entries in PCMS must be verified within a reasonable amount of time. With the implementation of FFIS, it is encouraged that cardholders reconcile weekly. Budget object, description, accounting is noted in PCMS program. Supporting documents must be kept together with each individual order placed.

## CONVENIENCE CHECKS

Some credit card holders may also have the ability to write convenience checks. The same regulations apply to check writing as with the credit card.

Checks may be issued to make purchases only if the vendor does not accept the purchase card.

Cardholders may issue checks to employees for reimbursement of miscellaneous expenditures such as supplies, services, and registration fees, although every effort should be made to pay for registration fees on the Visa purchase card. Before issuing a check, form SF-1164, Claim for Reimbursement for Expenditures on Official Business, must be approved by an authorized official other than the cardholder. Reimbursements must be in accordance with federal, department, and agency procurement regulations.

When using a convenience check use the following form to record transaction. All checks must also be verified in PCMS.

International vendor: Use code 989898989 as the tax ID number.

BANK OF AMERICA CHECK DOCUMENTATION

-----  
CHECKWRITER

VENDOR'S TAX IDENTIFICATION NO.: \_\_\_\_\_

(IF AN INDIVIDUAL) SOCIAL SECURITY NO.: \_\_\_\_\_

NAME OF INDIVIDUAL BEING HANDED THE CHECK, IF DIFFERENT FROM THE NAME ON THE CHECK: \_\_\_\_\_

DATE CHECK WAS HANDED TO THAT INDIVIDUAL: \_\_\_\_\_

IF MAILING THE CHECK, DATE IT WAS MAILED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A FEE OF 1% OF CHECK TOTAL WILL BE ASSESSED.

CHECK AMOUNT (\$ \_\_\_\_\_) AND FEE (1%) ARE CHARGED TO

ACCOUNT: \_\_\_\_\_

BOC: \_\_\_\_\_

(Budget Object Classification Code: 2670 unless item is over \$1,000)

BOC: \_\_\_\_\_ 2581 (check fee)

Waiver No. \_\_\_\_\_

TAPE YOUR COPY OF CHECK HERE:

## General Procurement Rules

Excess property is the first required source for all items to be purchased.

### Under \$2500:

Items may be purchased on the Government Purchase Card.

#### **Restriction:**

1) All items available from JWOD **MUST** be purchased from JWOD or a distributor (GSA, Boise, etc.). This is a required source with no exceptions granted. See items available through JWOD by visiting [www.JWOD.com](http://www.JWOD.com). 2) An order may not be split in order to get the dollar amount under \$2500.

### \$2,500 to \$25,000:

Order must be placed by a warranted contracting officer. Three quotes must be obtained in order to purchase.

#### **Restriction:**

1) In addition to the JWOD required source, UNICOR was a required source for purchases over \$2500 but now must be one of your three quotes. UNICOR should still be the chosen Vendor if they are the most price effective and can meet the need. 2) Procurement must post all orders between \$10,000 to \$25,000 in a public place for ten days.

### Over \$25,000:

Order must be placed by a warranted contracting officer. No quotes should be obtained. Market research may be done to obtain estimated cost of item and to help define minimum needs. Possible source information can be included with order. Do not place Vendor name on AD-700 as that seems like pre-selection. Minimum specifications giving ranges (temperature, speed, etc.) should be stated. If there is truly only one source which can meet the need, then a sole source justification (12 questions to be answered) must be completed.

#### **Restriction:**

1) Required sources must be checked. 2) Orders that are under \$100,000 must be set aside for small business. 3) All orders estimated to cost more than \$25,000 must be advertised at [www.fedbizopps.gov](http://www.fedbizopps.gov) to ensure full and open competition.

RECONCILING USING PCMS (WEB VERSION after 9/15/2004)

Click on PCMS Application Logon.

Log on as usual.

Click on "Cardholder."

Click on "Card Transaction."

Look at all of the symbols under the tool bar where there is action, edit, block, field, record, query, etc. Under this toolbar, there is another tool bar of symbols. Go to the symbol that is third from the right. When you put your mouse on this icon it should say "find." Click on icon to bring up your transactions. (You can also click on query and a drop down menu will appear with "find" on it.)

Under "Transactions" tab, highlight transaction to reconcile. Only one block will turn blue, but if you look below you will see the correct transaction. Reconcile as usual putting information in the white fields described below:

Click on "Action" block and click on proper entry ("Approved" or otherwise).

Enter information in "Item Description" field. Enter a specific description (not office supplies, but rather, pens, pencils, etc.), CRIS number, in this block.

Enter date received, per this example: 06-16-2002.

In "Agency Ref." block, enter Ad-700 number or Unit Reference Number.

Then go to next tab, "Transaction Maintenance," to change the accounting code (modify button).

In the ACCOUNTING CODE BLOCK, YOU MUST ENTER YOUR UNIT'S 10 DIGIT ACCOUNTING CODE NUMBER (ie: 3013625320). Any additional information will cause transactions to be rejected.

In "COMMENTS" BLOCK, record the waiver number used for convenience checks.

Use the top "MODIFY" to make any corrections to accounting.

Budget Object can be changed. Anything \$1000 and below will be coded 2670 automatically. Be sure to code check fees as 2581.

Distribution amount should be in dollars.

IF ALL INFORMATION IS CORRECT AS ENTERED/REENTERED, HIT "SAVE" icon in the tool bar.

System will prompt you to make additional changes to account and if you say "no" it will flash "Transaction Completed" at the bottom of the screen.



How to pull up "Approved" Transactions:

- 1) At the cardholder pull-down menu, select [Card Transactions].
- 2) Click [Find] to bring up your information pertaining to you.
- 3) Position cursor in merchant name field.
- 4) Click [Query] and then enter in drop down menu.
- 5) Click on [Action] towards bottom of screen, pick approved,
- 6) Click on [Find] icon to bring up the approved transactions.

All approved transactions will appear.

To view Query Database:

- 1) Click cardholder, select card transactions.
- 2) Click [Find].
- 3) Position cursor below name, i.e., Merchant Name and click.
- 4) Go to TOP and click clear form.
- 5) Click Query and then click enter.
- 6) Place cursor in Transactions Amount and click.  
(For amounts over \$1000, key in >1000 and click FIND; for amounts below \$500, key in <500.
- 7) Print screen.

#### DISPUTE Process for PCMS Transactions

1. Contact vendor to dispute the transaction prior to disputing the transaction in PCMS. For convenience, create a reminder to follow up with the vendor if the dispute has not been received within a reasonable time period.
2. If vendor has not issued a credit, dispute the transaction in PCMS, i.e., change the action code from "U" to "D".
3. Complete the PCMS Dispute Form. Save the form. Print a copy for your file.
4. Download the Bank of America Dispute Form. Complete this form and fax it to the number listed on the form. Keep a copy of the information that is faxed to the Bank.
5. Maintain a dispute file of all disputed transactions by fiscal year.

## CREDIT CARD PURCHASE LOG

EXHIBIT NO. 1

CARDHOLDER NAME : _____									
REQUISITION NUMBER	ORDER DATE	VENDOR	BUS SZ	DESCRIPTION	QTY	UNIT PRICE	TOTAL COST	DATE REC'D	REMARKS

Most Commonly Used Budget Object Classification Codes

Vacancy Announcements	2520	
Training/Tuition	2523	
Equipment Repair	2532	
Other Services	2540	
Check writing fee	2581	(1%) <b>MUST CHANGE BOC IN PCMS</b>
Trade Shows/Fees	2586	
Chemicals	2626	
Laboratory Supplies	2629	
ADP Supplies - Cartridges	2634	
PC Software	2635	
Computer Supplies	2639	
Subscriptions/books/reprints	2660	
General Supples	2670	
Meeting Registration	2575	

## **Non-Travel Related Employee Reimbursements - Bulletin 04-301**

Within the past year, greater restrictions have been placed on the use of convenience checks and the Travel Card. Except on a documented and approved emergency basis under \$500, we are no longer allowed to reimburse employees using convenience checks for purchases they make using their personal funds. Additionally, we are no longer able to use the Travel Card to pay for meeting registration fees or be reimbursed for these fees through the travel system. Regrettably, these controls and restrictions were deemed necessary to curtail misuse of the privileges these resources provided. The following provides interim guidance regarding Agency policy on making purchases and employee reimbursement.

Our Agency policy is to maximize the use of the Government Purchase Card for all purchases under \$2,500. The card is available for purchasing all types of supplies and materials as well as payment of registration fees. Therefore, we must rely more heavily on the Government Purchase Card. In the event the Purchase Card cannot be used, the convenience check may be used in accordance with existing policies. Your cardholders are familiar with the requirements governing use of convenience checks in lieu of Purchase Cards.

Therefore, purchasing needs should be referred to a cardholder or Purchasing Agent for procuring. Only as a last resort should employees make purchases using their own personal funds. This may require additional advance planning on our parts to ensure that the requirement is identified with sufficient time to allow the cardholder or Purchasing Agent to satisfy the need. This is particularly true in the case of registration and/or conference fees.

In rare, extraordinary circumstances when a Purchase Card or convenience check cannot be used, an employee may be reimbursed for out-of-pocket expenses. A reimbursement may be made to the employee by using an SF-1164, Claim for Reimbursement for Expenditures on Official Business.

To ensure employees get reimbursed in a timely manner and that adequate internal control is maintained, please follow these steps:

- Complete the SF-1164 with the name, social security number, and address of the person to be reimbursed, a complete description of the item purchased, and a valid accounting code.
- Attach an original receipt for the item.
- Have the SF-1164 signed by the employee ("Claimant Sign Here") and the fund holder ("Approving Official Sign Here").
- Forward to your Area Budget and Fiscal Officer (ABFO)(Headquarters offices should forward to the Fiscal Operations Branch (FOB), FMD) who will sign on the "Authorized Certifying Officer Sign Here" line.
- ABFO/FOB forward to ARS Operations for processing (except for Pacific West and Southern Plains Areas who process their own payments).

Please Note: Although the SF-1164 has provisions for identifying local travel costs, our Agency policy is that local travel reimbursements will be processed through the travel system using Type L authorizations.

The above is interim guidance. The Financial Management Division, in conjunction with the Acquisition and Property Division and the ABFOs, is developing guidance that will further clarify and expedite the above process.

/s/  
S.M. HELMRICH  
Director  
Financial Management Division

[illegible]

Purchase Requisitions-AD-700

AD-700s (requisitions)--assign number to AD-700:

Example: 2-3625-320-00001-01

2 = Fiscal year (FY) 2002  
3625 = location  
320 = management unit (MU)  
00001 = number assigned sequentially to each AD-700 and/or expense  
01 = number of line items on AD-700

Log AD-700 and other expenses into expense journal (computerized or paper) by recording:

AD-700 number assigned  
Vendor  
Dollar amount  
Description of item  
CRIS #  
Date ordered  
Type of expense  
Credit card or purchase order number (when received from procurement)  
Date item(s) received

Expenses (except salaries and benefits) may be tracked by recording into an expense journal. This may include AD-700s (requisitions), SF-182s (training), 202s (travel), utilities, agreements, awards, etc.

**NOTE: Eventually everyone will be using CATS (CRIS Acquisition Tracking System) which system generates AD-700 numbers. More information will be included in the SOP as time progresses.**

[illegible]

December 8, 2003

SUBJECT: FY04 Procurement Cut-off Dates

TO: Research Leaders  
Location Administrative Officers

FROM: A. D. Hewings /s/  
Director

During the past three years, the Midwest Area research budget has increased more than 35% yet the Area Administrative staff is 2 FTE smaller than it was in 1999. In addition to the new scientific positions that have been recruited with these funds, discretionary dollars have been available for an unprecedented volume of procurement of research equipment, supplies, construction, and extramural agreements. While we are extremely pleased with this windfall, it has resulted in a much heavier workload volume for our administrative staffs who have been taxed to the limit to provide the support and service you need. With the current Continuing Resolution, we have concerns that once the full budget is released, our administrative staffs will be inundated with your procurement requests and will be stretched to provide service in a timely manner. One way you can help to ensure that we maintain quality service is to plan your acquisitions, work with the procurement and contracting staffs both at the Location and Area, and adhere to the deadlines listed below.

The procurement cutoff dates listed below have been established to meet the required dates as provided in Bulletin 03-305 Year-End Closing Dates and Closing Guidance. These established dates allow adequate time frames to properly accomplish planned acquisitions and are based on receipt of ready requisitions which include required approvals/clearances, a complete description of requirements, and adequate funding. With this reminder, I am stressing that you must comply with these cutoff dates.

Each year, a few units in the Area have ignored these cut-off dates. In an attempt to meet your procurement needs, Diane and her staff have gone the extra mile and, in most cases, have been able to obligate your funds before the end of the fiscal year. This year, we will not be able to make exceptions to the cut-off dates unless there is an unusual and compelling reason to do so.

The cutoff dates are for ready requisitions covering supplies, equipment, construction, and services for the current fiscal year and for those supplies and services beginning early next fiscal year. The dollar amounts shown opposite the cutoff dates apply to the total amount of the requisition. You must comply with these cut-off dates in order to ensure the actions can be accomplished and your funds obligated.

Non-procurement cardholders should be using the purchase cards for purchases less than \$2,500 when it is appropriate. For larger dollar acquisitions, we are up against strict requirements for posting notices, seeking approvals, obtaining wage determinations, and running competitions, all of which require more time to accomplish, thus the dates below. If you are holding an AD-700 until funds become available for a large, complex buy, and there is a good chance that it will be funded, contact your respective procurement staff to discuss the possibility of processing the action up to the point of award.

Later in the summer but by July 15, please remember you need to develop and submit AD-700's for maintenance agreements, lease renewals, subscriptions, and other service arrangements that you want carried over into next fiscal year.



Make sure that the information for these orders is complete with respect to quantities, makes, models, special features, serial numbers, and most importantly, the purchase order numbers of the arrangements being renewed. For maintenance agreements, submit a justification explaining why a maintenance agreement is advantageous compared to a "per call" arrangement. Again, call your local procurement staff if you have any questions regarding these matters.

Also by July 15, contract options covering the next fiscal year must also be considered and AD-700s to fund such options submitted to the procurement staff. With each AD-700, include a signed statement by the Contracting Officers Representative that:

- (1) Explains the reasons for the decision.
- (2) Describes the quality of service now being provided by the contractor, which must be at least satisfactory.

We realize that the current budget situation doesn't allow us to freely obligate our funds. However, your cooperation in sending in your requisitions and then dialoguing with the Procurement Staff will allow us to process the orders that we can and work the others to the point that regulations allow so we will be in better shape once we have a full budget.

If you have any questions, please contact your local Procurement Staff, Norma Cremeens, Becky Holzinger or Georgetta Stonewall here in the Area Office.

cc:  
D. Strub  
N. Cremeens  
R. Holzinger  
G. Stonewall  
J. Roberts

**FISCAL YEAR CUT OFF DATES  
MIDWEST AREA**

<b>Supply, Service, and Equipment (Includes IT), Construction with Completed Design and A-E Design Only</b>		
		<b>REVISED CUT OFF DATES*</b>
\$2,500 and under	September 1	August 1
\$2,501 - 24,999	August 1	July 1
\$25,000 - 100,000	June 1	May 1
\$100,001 and over	April 1 Contact Area Procurement Office	March 1

<b>Design and Construction</b>		
\$2,501 - 25,000	June 1	May 1
\$25,001 - 100,000	April 1	March 1
\$100,000 and over	December 1 Contact Area Procurement Office	January 1

<b>Special or Additional Tasks for Major Facilities Support Services Contracts</b>		
Under \$100,000	September 1	August 1

\* Revised changes effective May 5, 2003 due to FFIS Requirements

### Status of Funds

LAO distributes Status of Funds reports following close of monthly bookkeeping cycle. Review for discrepancies.

1. Separate and set aside, temporarily:
  - Plan Summary report
  - Status of Funds for grants, CRADAs, sibling CRISs, etc.
  - Salary Management Systems report (usually distributed after the first of the year)
2. Locate unposted lists of commitments for each CRIS
3. Reconcile unposted list with expense log by marking in the expense log those items that appear on unposted list. This includes AD-700s, SF-182s, travel expenses, etc.
4. On Salary Management Systems and Plan Summary reports, locate expenses such as salary adjustments, awards, fund transfers. In expense log, check off each item that has appeared on the reports.
5. Total all items in expense log that are not checked off as having gone through bookkeeping on the Status of Funds (outstanding expenses). Run separate totals for each CRIS, if appropriate.
6. Subtract total of outstanding expenses from the balances that appear on the Status of Funds for each CRIS.
7. This adjusted balance is the amount of available funds. This includes adjustments in salaries.
8. Repeat the above process for Status of Funds for grants, CRADA, SCA, etc.

#### References:

Directive 325.1

## **RSA Financial Responsibilities**

January 29, 2004

SUBJECT: RSA Financial Responsibilities

TO: Research Leaders/Center Directors  
Location Administrative Officers  
Scientists and Secretaries

FROM: Adrianna D. Hewings/s/  
Director, Midwest Area

It has come to my attention that we must pay closer attention to ARS financial accountability for some of the Midwest Area Research Support Agreements at some locations. For those of you who have managed your accounts well, thank you for your diligence. For those of you who have been lax, please work with us to ensure that we maintain appropriate accountability so that we can maintain RSA purchasing authority into the future. The RSA accounts need to be managed with the same financial management diligence as exercised with all ARS accounts. Unfortunately, this does not appear to be the current financial practice with some of the Midwest Area Locations. Consequently, additional internal controls will be put in place as soon as possible to insure accountability. Effective immediately, requisitions for all goods and services purchased through the RSA will be logged as they occur. All RSA accounts must be reconciled with the University Ledgers within two weeks of receipt and verified with the University Monthly Management Report by the ADODR.

The LAO is the ADODR for the RSA, and as such, is legally responsible for the financial management of the agreement. Therefore, the RL's must work with the LAO to determine Location personnel roles and responsibilities for the best management of the Research Support Agreement.

Overestimates occurring at the end of the past fiscal years have left the Midwest Area with thousands of programmatic dollars lost due to inefficient fund management. Underestimates occurring at the end of the fiscal year have heightened HQTRS awareness of Area fund control deficiencies. Both overestimates and underestimates do not reflect a clear final status of Location CRIS activities.

The following is a listing of mandatory responsibilities for Location personnel involved in the financial management of the RSA:

### RL Responsibilities:

- RL's plan for goods and services to be obtained via the RSA during the ARMPS cycles using the ARMPS Form ARS-550. AD approval constitutes certification that the intended use of the RSA is in accordance with ARS and MWA policy.
- RL's use AD-700s to request goods and services via the LAO. The initial FY AD-700 and task order should match the ARMPS Form ARS-550. The following minimum details are required on AD-700s:
  - Description and amount of supplies and materials requested.
  - Description and amount of services requested.
  - Listing of occupational categories with corresponding duties and qualifications or personal services requested.
  - Dates or timeframes for delivery of goods or performance of services.
  - An Accounting Code(s).

- RL's certify receipt of goods and services including quantity and quality by reviewing and signing each University of Monthly Management Report.

LAO (as ADODR) Responsibilities:

- The LAO is administratively responsible for receiving, reviewing, and determining appropriateness of requests received from the RL's for acquisition of goods and services.
- The LAO verifies the accuracy of the University Monthly Management Reports based upon documentation (i.e. receipts, packing slips, delivery tickets, work orders, etc.).
- The LAO manages funds including obligation and deobligation of funds during the fiscal year with a frequency to deter over-obligations and under-obligations on account balances.

As a reminder, the following RSA agreement policies must be emphasized and followed:

1. The RSA shall not be used to avoid or circumvent established Federal procurement, property, or personnel procedures.
2. The RSA shall not be used to give a particular person a temporary or intermittent appointment in anticipation of a Federal appointment.
3. The RSA shall not be used to avoid competitive Federal employment procedures.
4. Payments to the University are made for **actual direct costs** incurred, open blanket arrangements within the RSA accounts are not allowed.

Cc:

B. Dailey  
S. Shrout